



State Imaging & Microfilm Lab

REV. 8-15

Indiana Archives and Records Administration
State Imaging & Microfilm Lab
100 North Senate Avenue, Room N055
Indianapolis, IN 46204
Telephone: (317) 233-3746
E-mail: imaging@iara.IN.gov

- All filming will meet 60 IAC 2 requirements.
- Storage of master film in the Indiana Archives and Records Administration vault is provided at no additional cost.
- All filming will be completed at the State Imaging & Microfilm Lab in Indianapolis.

PRESERVATION MICROFILMING	PRICE
16mm Microfilming - (Business card up to legal size) (Price includes film, filming, processing, duplication, kraft box, acid-free box, and spool.)	.03 Per image (minimum 1250 images or \$37.50 per roll)
35mm Microfilming - (Newspapers, Books, and Large Blueprints) (Price includes film, filming, processing, duplication, kraft box, acid-free box, and spool.)	.205 Per image (minimum 250 images or \$51.25 per roll)
These prices do not include specialty items such as jacket, cartridges, or leaders. These prices do not include verification.	

FILM DUPLICATION	PRICE
16mm Film	
Process, 1 duplicate, spool, acid-free and kraft storage boxes.	\$8.47 + shipping
35mm Film	
Process, 1 duplicate, spool, acid-free and kraft storage boxes.	\$12.15 + shipping

SCANNING SERVICES	PRICE
OCR Service (per image)	\$.035
Scan Non-Archival documents (per image)	\$.023
Standard Sized Color Document scanning (per image)	\$.12
Convert Digital Files to film (limited to 16mm film)	\$ 29.36
Convert Microfilm to Digital / 16mm (per image)	\$.02
Convert Microfilm to Digital / 35mm - Bitonal (per image)	\$.03
Convert Microfilm to Digital / 35mm - Grayscale (per image)	\$.11
Indexing (per index created)	\$.10
CD, Jewel Case & Label	\$ 4.43

LARGE FORMAT SCANNING	PRICE
Large format documents scanned / B&W	\$.26
Large format documents scanned / Color	\$.52

OTHER SERVICES	PRICE
Prep work charge (per hour)	\$20.00
16mm Silver to Silver duplicate	\$25.00
35mm Silver to Silver duplicate	\$45.00

* For additional information, please contact State Imaging & Microfilm Lab at (317) 233-3746 or imaging@iara.IN.gov.

PREPARATION PROCEDURES

Please review the preparation procedures listed below. This will ensure that documents provided to State Imaging & Microfilm Lab are processed and returned in a timely and efficient manner.

- 1) The documents in the box must be in the order in which they are to be filmed.
- 2) An index must be prepared and submitted with each box of records.
- 3) All staples, paper-clips and rubberbands must be removed.
- 4) All boxes must be labeled with State Form 25186. The label must be filled out with:
 - Agency name
 - Division name
 - Record series title
 - Record series number
 - Inclusive date - (From: _____ To: _____)
 - Arrangement of files - (e.g. Numerical, Alphabetical, Chronological)
 - Carton Number
 - Notes - (From – Through) i.e. 0001 – 2500

When delivering boxes to the State Imaging & Microfilm Lab, State Form 49433 (State Micrographics Record Transmittal and Receipt) must be completed and accompany the boxes to be processed. State Form 49433 is available online via <http://www.in.gov/iara/2783.htm>. Information needed on the form includes:

In the “Authorization to Microfilm / Per Retention Schedule” box:

- Signature of records / information coordinator
- Date signed
- Telephone number
- Record series number
- Number of boxes

In the “From” box:

- Contact Person & Phone number / Complete name/division and address of origin
- Fund / Object / Center

Your cooperation will greatly improve the quality and turn around time of your documents.